

SCIENTIFIC RESEARCH COMMITTEE

SCIENTIFIC REVIEW COMMITTEE(SRC) - STANDARD OPERATIVE PROCEDURES (SOPs)

Introduction

The purpose of developing Standard Operating Procedure (SOP) of the Research Committee at Dr. D. Y. university school of medicine, hospital & research center is to give a clear idea to undergraduate/post-graduate/faculty researchers about its proposal processing pathway. The Research Committee at Dr. D. Y. Medical College consists of faculties from pre-clinical, Para-clinical and clinical disciplines.

Aims & objectives of the committee

1. To provide the scientific guidance to the postgraduate students for their thesis research work
2. Foster the research culture among the undergraduate students
3. Promote the research activities amongst the faculty by motivating them for participation in research

SOP is developed with a following objective –

- Ensure novelty of the research
- To ensure that the proposed research has relevance in the present context & technically sound
- Resource management

Functioning of the committee

The meetings will be held twice in a particular academic year

Each session will last for 3 days

Discussion on academic research

First meeting will be held – Last week of AUGUST

- Primary screening

Second meeting will be held – Last week of SEPTEMBER

- Final approval after review of the suggested changes

Research proposals from faculty & others

Separate meeting – Depending upon the number of the research proposals

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Recording of the discussion

The minutes of the meetings are recorded. The members are given a template to note down their comments. Later on, comments for each proposal are compiled and communicated to the concerned investigators.

Composition of the Research Committee

The committee consists of members from various Preclinical, Para clinical & Clinical departments, who have the qualification and experience to review and evaluate the scientific, ethical and legal aspects of research projects.

Activities to be conducted-

- Review the scientific aspect of the submitted research proposals & give the technical guidance to the researcher
- **Encouragement of Good Clinical Practices**
 - The review of the submitted research proposals is an in-house exercise, where an attempt is made to assess its feasibility, to improve relevance to the local context, technical quality, Brief review of the ethical aspects of proposed research
 - Complete review of the ethical aspects of proposed research will be done by Institutional Ethics Committee.
- Conduct periodic research methodology trainings to empower students (15 hours teaching programme – PG orientation)
- Define a policy for funding institutional research
- Workout authorship guidelines for researchers

Guidance for the Investigators: How to develop the research proposal?

The investigators are advised to develop their proposals as per the pre-specified checklist.

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The proposal should be developed under the following titles

How to submit the research proposals? – Format for submission of research proposal is attached (Annexure 1)

A. Academic research proposal/Synopsis

Please submit three hard copies of the research proposal with the completed checklist and a **covering letter** to the **member secretary of Research Committee**.

Dr. Vaishali Thakare – Assistant Professor, Dept.- Pharmacology

Email – vaishali.thakare@dypatil.edu/vaishali015@yahoo.co.in

Contact No- 9869366927

Covering letter – It should include the title of the research proposal, Name of the student & Guide under whom he/she will conduct the research. It should include the name of the department & year of the registration

B. Core research projects ,Projects by faculty & undergraduate students

Please submit three hard copies of the research proposal with the completed checklist and a **covering letter** to the **member secretary of Research Committee**.

Covering letter – It should include the title of the research proposal, Name of the principle investigator. In case of undergraduate student research proposals – Name of the student & Guide under whom he/she will conduct the research. It should include the name of the department.

Presentation of proposal at scientific research committee meeting

Investigators have to do the PowerPoint presentation of their proposed research work at a scheduled SRC meeting. Investigators are advised to make a PowerPoint presentation of not more than five minutes & 7 slides as per the template prescribed by the SRC. **(Annexure 2)**

It is mailed to the concerned presenters once they submit a proposal in soft copy to the **above mentioned email ID**. There will be three minutes time for questions and clarifications.

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The SRC members will receive the soft copies of all research proposals on their respective email IDs. In the SRC meeting, the members will have to review the proposals as per review template given for the research on humans. There are separate review templates for research based on humans and animals. Once the presentation of the Investigator is over, the members can write their comments in the respective review templates. The members will obtain these templates from the SRC member secretary quite before the SRC meeting if they wish to finish the review before attending the meeting.

Comments by the SRC members

Investigators are encouraged to note down the comments of the SRC members during the presentation. However, all the presenters will receive the complied comments in a written communication within a week after the presentation at SRC meeting is over.

How to submit the revised proposals?

Investigators have to revise their proposals in the light of comments given by the SRC members. Apart from this, investigators have to respond to each comment point wise as per the given response template and make the corresponding changes in the proposal.

Approval certificate

The approval will be given in a predesigned approval certificate

Submission to the Institutional ethics committee

Once the complete approval certificate is issued by the SEC, The investigator has to submit the proposal to the Institutional ethics committee along with the approval certificate issued by SEC.

SCIENTIFIC RESEARCH COMMITTEE

Composition of the scientific research Committee

S. No	Composition	Email id/Mobile no.
1	<ul style="list-style-type: none"> • Dr.SurekhaPatil - Chairperson Dean of DYPSOM 	09930923108 surekha.patil@dypatil.edu
2	<ul style="list-style-type: none"> • Dr.SharmilaPatil -Co-Chairperson Prof & head of Dermatology 	08850635503 drsharmilapatil@gmail.com
3	<ul style="list-style-type: none"> • Dr.VaishaliThakare –Secretary Assistant prof. of Pharmacology 	9869366927 Vaishali.thakare@dypatil.edu
MEMBER OF SRC		
4	<ul style="list-style-type: none"> • Dr.AtulDeshmukh 	9821769405 Atul.deshmukh@dypatil.edu
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